# State Hiring Process

REV 3/2022



This quick reference guides you through the California State hiring process. If you are new to State service, you must successfully pass an open exam for the classification of interest in order to continue with the hiring process.

## Step 1: Create a CalCareers Account

To get started, create your personalized CalCareers account with the California Department of Human Resources (CalHR). Your account will help you manage the entire process from start to finish.

1] Visit the CalCareers website (www.calcareers.ca.gov). Click the "Create Account/Log In" icon.

2] On the "Log In" page, if you have not already created an account, click the "Create Account" button and proceed to #3 below. If you already have an account, enter your User ID and Password.

3] On the "Create a CalCareers Account" page, complete the account information, then click the "Create Account" button. Once you have created your CalCareers account, be sure to keep your User ID and Password private.

# Step 2: Create Your Application

When applying for jobs, you will need to submit a State Application.

1] To create your State Application, log in to your CalCareers Account. On the left toolbar, click "Application Templates (STD678)."

   On the "My Application Templates" page, click the "Create New Template."

2] An application template will open. Complete all required fields in each section Questions, Education, and Experience.



**01**

### CalCareer Account
Susan Smith

Your CalCareer account has been created.

**Account Management**
- CalCareer Account
- Contact Information
- Additional Records

**Templates / Documents**
- Application Templates (STD678)
- Uploaded Documents
- Equal Employment Opportunity

**Jobs**
- Job Applications
- Saved Jobs

**Exams / Assessments**
- Exam / Assessment Applications
- Exam / Assessment Records

**Emails / Messages**
- Saved Searches (E-mail Alerts)
- Messages (1)

CalCareer ID: 2283087
Name: Susan Smith
Phone Numbers: (555) 455-8822 (Work)

Email Address: susanj.smith@gmail2.com
Address: 499 Maple Ave
Anytown, CA 94466

Edit Contact Information    Change Password

**Keep your Account Current**

If this is your first time logging in or it has been a while since you last updated your account, make sure you create or update the following:

My Application Templates — Create / update your application template so that when you apply for an exam or job, you have all your information ready to be populated in the application.

My Contact Information — Update your contact information so that an Agency or Department can get a hold of you, and the information will be used in your application process.

**Resources**

How to Get a State Job
Tutorial Videos

Persons With Disabilities
Veterans' Information

**Note:** You can create up to 10 different application templates. To upload accompanying documents, such as your résumé or certificates, click the "Uploaded Documents" link under the "Application Templates" section.

**02**



1) Questions
2) Education
3) Experience
4) Complete

This application template is your standard State Application (STD 678) that you will use to apply for exam examination or a job, the Examination/Job Title box will display and auto-populate with Examination or F Position #, Examination Title, Job Title, Exam Plan(s)).

Application Template Name: *
IT Associate

Examination(s) or Job Titles For Which You Are Applying:
Information Technology Associate
RPA # XX-XXX / JC-XXXXXX / Position # XXX-XXX-XXXX-XXX

Note: This is a generic application template. Information you include in the Examination/Job title box above bottom of the page. More information is provided above.

**Eligibility**

Please indicate your basis of eligibility:
List Eligibility

1) Questions
2) Education
3) Experience
4) Complete

This application template is your standard State Application (STD 678) that you will use to apply for exam examination or a job, the Examination/Job Title box will display and auto-populate with Examination or F Position #, Examination Title, Job Title, Exam Plan(s)).

**High School Education**

Did you graduate from High School?

**Languages (Non-English)**

In addition to English, list any other languages in which you possess verbal or written flu

No records found.

Add Language

**University/College**

List your University or College education below. Include Business, Correspondence, Trad

No records found.

Add Education Record

**Licenses/Certificates**

1) Questions
2) Education
3) Experience
4) Complete

This application template is your standard State Application (STD 678) that you will use to app examination or a job, the Examination/Job Title box will display and auto-populate with Exami Position #, Examination Title, Job Title, Exam Plan(s)).

**Current State Employment**

Are you now employed by the State of California?

Department:   Depart

**Termination History**

Have you ever been fired, dismissed, terminated, or had an employment contra for performance or for disciplinary reasons? If "Yes", give details in the Explanat Instructions for further information.

**Employment History**

| Job Title and Company/Agency | From |
|---|---|
| Information Technology Associate Department of Technology | 01/08/201 |

Address: 10860 Gold Center Drive
Supervisor Name: Jane Jones
Supervisor Phone: ● US ○ International
(916) 431-1234
Hours Per Week: 40
Total Time Worked: 2 Years / 1 Month
( Years / Months )

Duties Performed:

Reason for Leaving:
Limited opportunity for professional growth.

**TIP 01:** When applying for a job, always provide the classification title for which you are applying, as well as the RPA number, job control number, and position number.

If your exam results indicate you are within the first three ranks, write that you are reachable on the classification list (e.g., "List Eligibility"), and attach a copy of your exam results.

**TIP 02:** When applying for a job, do not send a generic application or résumé, and never write "See Résumé." Hiring managers are looking for **verifiable** duties performed that directly correlate to the Duty Statement.

The Duty Statement provides detailed information on the position's routine tasks. If a department or agency does not provide a link to the Duty Statement on its job posting, call the contact number and ask to be sent a copy.

# Step 3: Search for a Job

On the CalCareers website (www.calcareers.ca.gov), there are multiple ways to search for a job.

1] **Get a State Job:**  If you are new to working for the State, click the "Get a State Job" icon, where you can browse career fields and see available jobs. Or you can search by keyword, job title, geographic region, or State department/agency. Use the advanced search to filter by location, work schedule, or salary.

2] **State Employees:**  If you currently work for the State, click the "State Employees" icon to begin your search.

3] **Veterans, Persons with Disabilities, State Retirees:**  If you are a veteran, person with a disability, or retired State employee, click on the applicable icon to learn about special programs before beginning your search.

4] To search for all job vacancies, click the "Advanced Job Search" button.
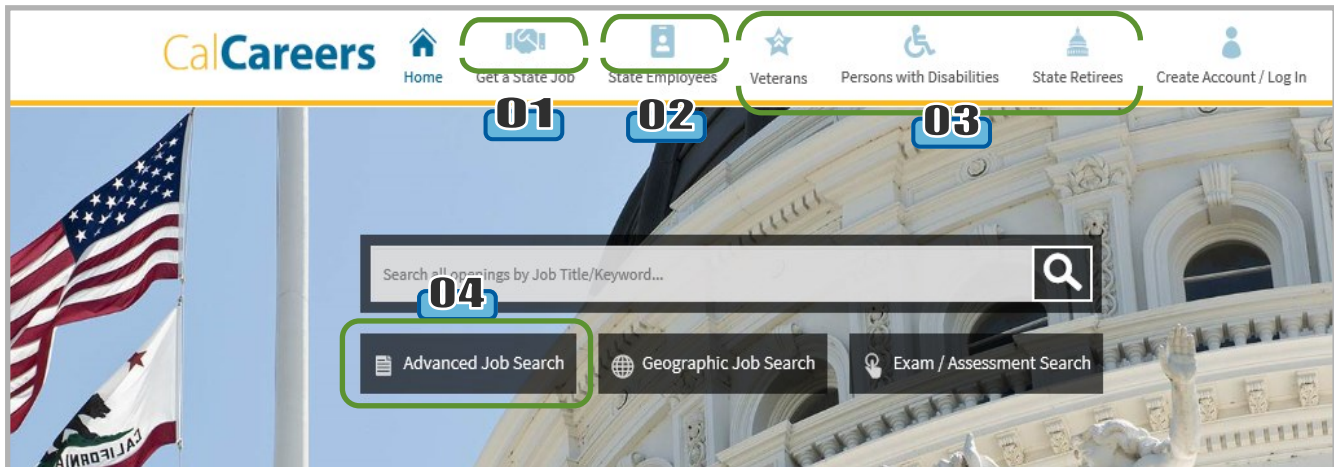


5] **Advance Job Search:**  Enter keyword(s) in the "Keyword" field and click the "Search Jobs" button. Be sure to spell out classification titles (e.g., Information Technology, not IT). If you are unsure of the keywords, click the "Search" button at the bottom of the page to view all current exams/assessments.

> **Note:** Below are the nine IT classifications used by the State of California:
> - Information Technology Technician
> - Information Technology Associate
> - Information Technology  Specialist I, II, and III
> - Information Technology Supervisor I and II
> - Information Technology Manager I and II

6] Your search will populate a list of job vacancies. On the "Job Search Results" page, choose your job of interest and click the "View Job Posting" button.

7] On the "Job Posting" page, click the "Apply Now" button.

8] On the "Job Details" page, select your response. Based on your selection, there will be additional instructions at the bottom of the page.

- **I have eligibility:** If you have taken and passed the exam for that classification in the past 6 months.
- **I want to obtain eligibility:** If you have not taken and passed an exam for that classification in the past 6 months.
- **I do not know / Learn more:** If you are unsure.

**JC-191959 - INFORMATION TECHNOLOGY ASSOCIATE | Information Technology Associate**
Department of Technology
Final Filing Date: 3/13/2020

ℹ Thank you for your interest in our position. This next step is to ensure you qualify for this position by establishing employment eligibility ⓘ .

### Can I apply for this job?

⇨ I have eligibility ❓

⇨ I want to obtain eligibility ❓

⇨ I do not know / Learn more ⇨

Please select one of the options from the left.

If you are unsure, click on "I do not know / Learn more."

## I have employment eligibility.

You have taken and passed an examination or assessment and your employment eligibility is active. Or you have employment eligibility through other means. Learn more...

## I need to establish employment Eligibility.

Listed below are the examinations or assessments currently being offered. Click on the Classification to view the examination or assessment bulletin. Each bulletin provides details on the examination or assessment and its process.

| Classification |
|----------------|
| INFORMATION TECHNOLOGY ASSOCIATE |

## Unsure

If you have taken and passed an exam/assessment in the past six months you should have received a letter informing you of your eligibility. Your eligibility should also be listed in your CalCareer account under the "Exam / Assessment Records" tab.

If you have not taken and passed an exam/assessment in the past 6 months for this specific classification, you can start the process by finding exams for this jobs classification.

ℹ [Learn more about the State hiring process and eligibility.](#)

# Step 4: Search For and Take an Exam

You will need to successfully pass a separate exam for each desired job type (classification). **Review each exam bulletin carefully** and be sure to review the minimum qualifications to ensure you meet the experience and education requirements.

1] On the CalCareers website ([www.calcareers.ca.gov](http://www.calcareers.ca.gov)), click the "Exam/Assessment Search" button.

**01**

📄 Advanced Job Search   🌐 Geographic Job Search   🖰 Exam / Assessment Search

2] On the "Exam/Assessment Search" page, enter keyword(s) in the "Keyword" field and click the "Search" button.

If you are unsure of the keyword(s), click the "Search" button to view all current exams/assessments.

**02**

## Exam / Assessment Search

📄 Advanced Job Search   🌐 Geographical Job Search   🖰 Exam / Assessment Search

🔍 Exam / Assessment Search

Keyword: [                    ]

Reset Form   [ Search ]

3] Your search will populate a list of available exams related to the keyword(s) you entered. On the "Exam / Assessment Search Results" page, choose the exam of interest and click the "View Exam Posting" button.

## Exam / Assessment Search Results

**INFORMATION TECHNOLOGY ASSOCIATE**

| | | | |
|---|---|---|---|
| Exam Code: | 7PB33 | Department: | State of California $4,406.00 - $5,904.00 |
| Exam Base: | Open | Publish Date: | 1/31/2018 |

**Final Filing Date:** Until Filled

**03**
🔍 View Exam Posting

4] The "Exam Posting" page will appear. Click the "Click Here" link under the "Where to Apply" section. This will open the official exam bulletin.

## Exam Posting

**INFORMATION TECHNOLOGY ASSOCIATE**
STATE OF CALIFORNIA
Final File Date: Continuous
**Monthly Salary:** $4,406.00-$7,803.00

Note: Current salary levels and placement/movement in the appropriate salary range(s) (there may be more than the listed salary ranges for a given class) should be confirmed with the hiring department upon receiving a job offer. The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

Open Exam

**04**

This is an op... ...will not be accepted on a promotional basis. Career credits do not apply.

CLICK HERE TO VIEW A... EXAMINATION BULLETIN

**Requirements for Admi...** and print the Classification Description (specification) for the minimum qualifications for this ex... this examination. It is y... ...e sure you meet the education and/or experience requirements stated. Your signature on your... on your application i... ...derstood and possess the basic qualifications required. NOTE: All applications/resumes must incl... ...nclude... ...day/year); time base; and civil service class titles. Applications/resumes received without

5] An exam/assessment bulletin for the classification you selected will open. Review the exam bulletin carefully and follow the instructions on how to apply.

If you meet all of the criteria, including the minimum qualifications, in the "Taking the Examination" section, click on the link to take the exam.

*Note:*
*Not all exams are available online.*

**05**

## CAL★HR
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

### Information Technology Associate

**Exam Code: 7PB33**

**Department:** State of California
**Exam Type:** Servicewide, Open
**Final Filing Date:** Continuous

**CLASSIFICATION DETAILS**

Information Technology Associate  $4,406.00-$7,803.00 per month

View the Information Technology Associate classification specification

**APPLICATION INSTRUCTIONS**

Final Filing Date: Continuous

**Who Should Apply:**

Applicants who meet the minimum qualifications as stated on this bulletin may apply for

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

**TAKING THE EXAMINATION**

Take the Information Technology Associate examination

**TESTING DEPARTMENTS**

State of California (all State of California departments)

Sacramento, CA 95814

6] Review the "Examination Information" section to find out which type of test will be used (in person vs. online) and how the test will be scored.

The example shown on the right is an online exam. **Be sure to read and complete each page carefully, as instructions may vary.** For example, application materials for some exams may be accepted ONLY on the internet. Therefore, you would not submit a State Application (STD 678) or hard copy of the application materials.

**06**

Training and Experience Evaluation

Supplemental Information

Minimum Qualifications

Exam Application

## CAL★HR
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

**Information Technology Associate**

**Examination Information**

Read the information contained in the links below. Each link will create a new window that can be closed when you have finished reading it. Return to this page when you are ready to continue with the exam.

The Information Technology Associate Class Specification
General State Civil Service Examination Information
Veterans' Preference Information
About the Internet Testing Process

Read all of the information on each page carefully.

Application materials for the Information Technology Associate examination are accepted ONLY on the Internet. Do NOT submit a State Application Form or a hard copy version of these materials.

The online testing process will instantly give results for the online examination. Until you receive these results, you have not completed the examination process.

[ Continue ]

Conditions of Use | Accessibility | Privacy Policy | | Get Adobe Reader

7] You will receive your exam score either by mail or after you complete the online exam (example shown on the right).

Your score determines your ranking on the eligibility list. **The State of California hires individuals within the top three ranks.**

**Note:** Your eligibility will have an expiration date.

**07**

**Information Technology Associate**

**Results**

This is your official notice of examination results. You will not receive written confirmation of these results. Print a copy of this result screen for your records. Use the browser's print button to print your results.

Candidate Information
I.D.: 2268406
Name: JOHN I.D.: JohnSmith25
Address:
SAC

**Exam Title: Information Technology Associate**
**Score: 95%**
**Result: Passed**

**Congratulations JOHN SMITH! You have passed the Information Tech** be placed on the corresponding eligible list.

Congra...ur eligibility is valid for 12 months and will expire on **XX/XX/20XX** ...ination. Your name will be placed on...m under another or new User I.D. and password, Social S...

...If you do retake this exam before the nine (9)...

8] Within the next few days, you will also receive your exam results in your CalCareers account (in your "Messages" inbox, as well as in your "Exam/Assessment Records").

**Message Detail**

Account Management
- CalCareer Account
- Contact Information
- Additional Records

Templates / Documents
- Application Templates (STD678)
- Uploaded Documents
- Equal Employment Opportunity

Jobs
- Job Applications
- Saved Jobs

Exams / Assessments
- Exam / Assessment Applications
- Exam / Assessment Records

Emails / Messages
- Saved Searches (E-mail Alerts)
- Messages

## Message Details

Date: XX/XX/20XX

Subject: Exam Passed Notificatio...

Message: **Candidate Informatio...**
JOHN SMITH
123 MAIN STREET SACR...
Candidate ID: 2268406
User ID: JohnSmith25

**Congratulations JOHN...**
**Associate examinatio...**
list.

Your eligibility is valid f...
may retake the exam o...
exam under another or...

**08**

**Exam / Assessment Records**

Account Management
- CalCareer Account
- Contact Information
- Additional Records

Templates / Documents
- Application Templates (STD678)
- Uploaded Documents
- Equal Employment Opportunity

Jobs
- Job Applications
- Saved Jobs

Exams / Assessments
- Exam / Assessment Applications
- Exam / Assessment Records

Emails / Messages
- Saved Searches (E-mail Alerts)
- Messages

| Active Eligibility | Expired Eligibility | Exam / Assessm |
| --- | --- | --- |

**List Code**

— 15692

| List Type | Servicewide Open |
| --- | --- |
| Department | State of California |
| Class Title | INFORMATION TECHNOLOGY ASSOCIATE |
| Effective Date | XX/XX/20XX |
| Expiration Date | XX/XX/20XX |

# Step 5: Apply for a Job

Once your eligibility has been established, you can begin applying for job openings in the classification for which you have successfully tested.

## CalCareers Job Applications

1] Log in to your CalCareers Account. On the left toolbar, click "Job Applications." This page displays applications you are working on or have submitted for different jobs.

2] Then click the "Search for Jobs" button.
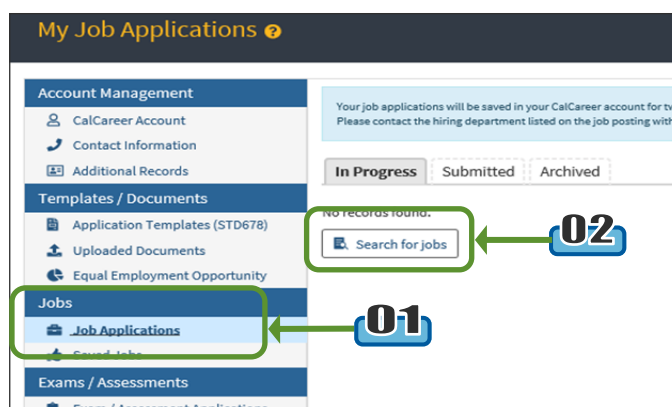
## Employment Inquiry
(if applicable)

3] An Employment Inquiry may be mailed or emailed to those in reachable ranks for a current vacancy. This document provides the position classification, location, and address for you to reply by a specified date if you are interested in the job.





STATE OF CALIFORNIA – DEPARTMENT OF HUMAN RESOURCES
**EMPLOYMENT INQUIRY**
STD. 628 **(REV. XX/20XX)**

**Contact Date:** XX/XX/20XX

To be considered for this job,
If you are not interested, no ne

EMPLOYMENT CONTACT

XX/XX/20XX

CERT: 10217949 - 286
CalCareer ID: 2052373

TO: John Smith
123 Main Street
Sacramento, CA

John Smith
123 Main Street
Sacramento, CA 95821

SEND REPLY TO:
Department of Technolo
Attention: Leslie RPA 13
Selection Services Unit
P.O. Box 1810
Rancho Cordova, CA 95

Applications are currently being accepted for the job identified below. For details regarding the job, including the application instructions, review the Job Posting on JOBS.CA.GOV, by referencing the Job Control Number. If you are interested in this position, submit your application package, including all required documents according to the application instructions provided on the Job Posting.

**Your Application Package must be submitted by the Due Date, to be considered for the Job. If you do not apply, your eligibility will remain active and no waiver charged.**

CLASSIFICATION CODE AND TITLE

1401 Information

ADDITIONAL INFORMATION

| Job Summary | | | |
|---|---|---|---|
| Job Control #: | | | |
| Job Control #: | JC-102290 | Due Date: | XX/XX/20XX |
| Hiring Department: | CDT | | |

# Step 6: Prepare for the Hiring Interview

If selected for an interview, prepare by reviewing the position's duties and responsibilities listed on the job bulletin. Acquaint yourself with the organization's mission and functions and how that position contributes. If you are not selected to interview, continue applying for other job openings for which you are qualified.

# Step 7: Serve a Probationary Period

Once you have been hired into State service, you will serve a probationary period of 6 or 12 months, depending on your classification. **When you have successfully completed probation, you will attain permanent status as a State employee.** Unsuccessful job performance may lead to rejection during probation and failure to attain permanent status.

# Resources

- California Department of Technology Career Opportunities (www.cdt.ca.gov/career-opportunities/)
- California Department of Human Resources FAQ (www.calcareers.ca.gov/CalHRPublic/GeneralInfo/FAQS.aspx)
- CalCareers Tutorials for Job Seekers (https://jobs.ca.gov/CalHrPublic/GeneralInfo/TutorialsMain.aspx)

Connect with CDT